

**Rules of Procedure  
Warwick Station Redevelopment Agency  
Warwick, Rhode Island**

**Adoption:**

**Article I: Powers and duties:**

**A. Adoption of Rules and regulations:** The agency is authorized under R.I.G.L. 45-32-5, "Corporate powers of agencies," to adopt and from time to time amend rules and regulations consistent with the Warwick Station Redevelopment Agency Ordinance and in all cases subject to the provisions of R.I.G.L. sections 45-31 "Redevelopment Agencies," 45-32 "Redevelopment Projects" & 45-33 "Redevelopment Financing" and any amendments thereto.

**B. Regulate development within the district:** The Agency is authorized to regulate all improvements within the district including the construction, reconstruction, alteration, repair, demolition, removal, rehabilitation of the exterior of new and existing commercial, institutional and residential buildings and appurtenances within the District which require building permits or other approvals from the City. Within the district, the Agency shall have the authority for all development and/or site plan review. Such review shall take the place of the Planning Board for development plan or site plan review within the district.

**C. Advice to City agencies, boards and commissions:** The Agency may advise the Zoning Board of Review on all requests for variances and special use permits authorized in the district. The Agency may also provide comments to the Planning Board and the City Council on all proposed amendments to the Comprehensive Plan and all subdivision and/or land development reviews regarding the Warwick Station Redevelopment District.

**Article II: Conduct of Business:**

**A. Review of Applications:** The Agency will review all applications during regular meetings which shall be open to the public and for which at least seven (7) days advanced written notice has been given by first class mail to the applicant, property owner, and abutting property owners (within 200 feet).

**B. Public Hearing:** The Agency shall hold a public hearing on any application request for development.

**C. Record:** The Agency shall keep a record of all proceedings, findings, decisions and actions and such record shall be open to the public in accordance with the Rhode Island open records law. All decisions on any request for development shall be in writing and shall be recorded by the applicant in the Land Evidence Records of the City. No permit shall be issued until the written decision has been recorded.

### **Article III: Procedures for Design Approval:**

**A. Application:** Before any property owner applies for a building permit or commences any improvements on public or private land including the construction, reconstruction, alteration, repair, demolition, removal and/or rehabilitation of the exterior of new and existing buildings, or appurtenances requiring a building permit or other City approvals (paving, curb cuts, parking areas, drainage, etc.) within the District, a written application and appropriate development plans for such work shall be submitted to the City Planner who shall forward such application to the Warwick Station Redevelopment Agency.

The City Planner shall also refer projects not requiring a building permit, to the Agency for approval. No building permit shall be issued before a project receives written approval from the Agency.

No approval shall be necessary for the following:

- a. Work meant to remedy damage or deterioration of a structure or its appurtenances, which involves no change in type of materials, dimensions, design, configuration, texture or visual appearance,
- b. Exterior painting or staining,
- c. Business enhancement plantings.

**B. Submission Requirements:** The following shall be the submission requirements for all applications to be heard before the Redevelopment Agency.

**1. Application:** Twelve (12) copies of the completed application shall be filed with the Redevelopment Agency.

The application form must be filled out completely and signed by all property owners or their lawful representatives. In the event that an owner cannot attend the public hearing an attorney may appear as a representative upon written authorization by the property owner.

The following information shall accompany all applications.

**2. Radius Map:** Three (3) copies of a 200' radius map taken from the Tax Assessor's plat maps at a scale not to exceed 1"=100'.

Radius map Shall include:

- a) Subject property highlighted, either shaded, outlined, etc.
- b) Names of all streets clearly marked.

- c) Plat and lot numbers clearly marked.
- d) All zoning districts clearly marked.
- e) North Arrow.
- f) Scale shown on plan.

**3. Mailing List:** Three (3) copies of a typewritten mailing list, which includes all those properties, located within the 200' radius.

Mailing List shall include:

- a) Lot numbers for all properties.
- b) Full names of owners for all properties.
- c) Full mailing addresses of all property owners including zip code. (mailing address and property address may not always match)

**SAMPLE:**

Plat: 999      Lot: 999

John Q. Public et. ux. Jane E.  
78 Smith Street,  
Warwick, RI 02886

**4. Site Plan:** Twelve (12) copies of a site plan drawn to scale on 11 X 17-inch paper. For plans larger than 11 X 17 inches three (3) copies should be submitted.

Site plan shall include:

All site plans shall be stamped by a registered professional engineer and shall include the following;

- a) Dimensions of subject property including measurements of all property lines and total lot area.
- b) Setbacks from all property lines for all existing and proposed structures including additions and accessory structures.
- c) Location and size of driveways and curb cuts.
- d) Location and designation of all existing and proposed parking areas, including calculations of required parking spaces according to the city's zoning regulations.

e) Designation of landscaped open space according to the city's zoning regulations.

**5. Elevation Drawings (Renderings):** Twelve (12) copies of elevation drawings drawn to scale on 11 X 17-inch paper for all petitions.

Elevation Drawings shall include:

All architectural renderings/plans shall be stamped by a registered professional architect and shall include the following;

a) Dimensions and elevations of all proposed structures including additions and accessory structures.

b) Location(s), renderings and dimensions of all existing and proposed signs.

**6. Stenographer:** The applicant will be required to pay for the services of a stenographer. In the event that the decision of the Board is appealed, the appellant will be required to pay for the cost of the transcript.

All petitions must be completed in full and shall contain requested information before they will be scheduled. Should further information be needed to complete the application, please contact the Planning Office at (401) 738-2000 ext. 6289.

**C. Review:** The Agency shall review all applications for new construction, major additions, moving of structures and demolition of buildings. A determination shall be made within thirty (30) business days of receipt of a complete application. This time period may be extended upon mutual agreement between the Applicant and the Agency. In the event that the Agency shall make a written determination within the thirty (30) day period that a particular application requires further time for additional study and information, then the Agency shall have a period of up to ninety (90) business days from the date of acceptance of a complete application within which to act on such application. Nothing in this section shall be construed to prevent the applicant and the Agency from mutually agreeing on an extension beyond the ninety (90) days.

**D. Advice from Other Agencies:** In order to assist in its review of plans, the Agency may request other agencies to review and comment on proposals. application.

**E. Determination:** The Agency shall be authorized to approve, approve with conditions or deny an application for development. The Agency shall place on the record its reasons and conditions for approval or reasons for denial of the application. All determinations shall be made in writing and shall be recorded in the City Clerks office; a copy of Agency determination shall also be filed with the building permit.